draft of 9/15/86

SUGGESTIONS/IDEAS STEMMING FROM MR. RAY'S ACTION PLAN, GROUP C
CATEGORY, LINE b. THAT READS: "THE REVIEW AND REVAMPING OF ADP
SUPPORT WITHIN OL".

The following "one-liners" represent several DAS member's
efforts to document ideas for overhauling, updating, improving,
modernizing, revamping, enhancing OL's ADP posture. This effort
is based on the premise that OL cannot afford to step back from
the use of the computer but must instead exploit every practical
means of information management and dissemination.

° Senior OL management (all GS 15s and above) must become
committed/dedicated/knowledgeable in the use of effective ADP
applications--right down to the level of personally using the
terminal to acquire or generate information. This dedication
cannot take the form of lip service, grudging assent or be
acquired by direction.

° The commitment must extend to the generous allocation and
distribution of resources, both financial and human.

° These resources should include OL careerists whose talents
and capabilities extend well beyond the user level, i.e., a
cadre of qualified technical experts is needed that includes
programmer/analyst capabilities.

° A rewarding MLD career path must be provided that carries no
penalty or stigma for career specialization. Rotation and
reassignment should be practiced within the ADP discipline, both
in and out of OL. The term "generalist" is incompatible in or
associated with a data/word processing environment.

° All existing applications should be re-examined to determine
what if any enhancements are justified. Only critical
maintenance and debugging should occur, thereby freeing up TG
time for developmental activities.

° The TG work force should be expanded. The recruitment and
use of Coop Students, already proven effective, should be
increased. New EODs, personnel from outside components and
other OL careerists having ADP skills should all be logical
candidates for this technical component.

° OIT rotationals should have their periods of assignment
extended.

° Either data/word processing activities should be centrally
managed and controlled or they should be decentralized--but not
left somewhere in between as it is today.

° Centralize all data and word processing functions into an independent staff or division to focus resources, implement a coordinated program, eliminate duplication of effort, work from a common budget, exploit more professional management, provide more efficient and effective ADP support.

° A comprehensive OL ADP program, if centralized, should be directed by the most capable (technically oriented) leadership that money can buy. OL cannot afford amateurs in any ADP managerial role--especially in the face of the move to Headquarters, the future of CLAS and the inevitable trend towards more sophisticated forms of office automation.

° A common fallback position applies: hire an external source of ADP expertise to evaluate the present situation, second-guess the future and recommend a (acceptable) course of action.

° Re-examine the present dependency on OIT. Is OL tied to their coattails for evermore or is a goal of greater independence appropriate?

° Place greater emphasis on ADP training by acquiring the appropriate curriculum and enforcing attendance--especially by selected new EODs. Provide specific OL ADP applications hands-on training where necessary.

° Establish a mandatory senior manager ADP training curriculum that provides instruction on the basic tools of Wang word processing, AIM and other electronic information capabilities. The intent is not only to bring these managers up to speed on existing facilities but also to equip them for onrushing new computer capabilities.

° Put computer literacy in the requirements for certain types of new employee recuitment.

° Hire a technical writer/teacher who can prepare user-friendly how-to-do texts that encourage ADP participation, teach OL systems to OL users and publicize the capabilities and advantages of OL's ADP facilities.

° Create an OL database on a Wang system that will be used by both SD and PD to track procurement actions from the time an 88 is approved until items are received by requestor and/or depot.

° Provide for a dedicated PC software exploitation person that can translate OL software requirements to operational systems; acquire these systems; teach their use at the time of implementation; support any and all of OL's PC needs.

° Create a universal Wang glossary for use by clericals and secretaries throughout OL (and possibly Agency) that formats all memos in conformance with the Agency Correspondence Handbook.

° Manage all OL ADP bugetary considerations and activities from a central knowledgeable point (such as the ADP Control Officer).

Suggestions for IMSS FY 86 MBOs:

D-1: ?

D-2: LOCS--a discreet series of milestones can be created for the FY 87 version (if this serves a purpose).

D-3: Cancel--this should become part of the standing IMSS mission.

O-1: Cancel--this is a standard RMO responsibility.

O-2: Cancel--the planning and procedural philosophy is complete; the only tentative point is the funding source for establishing the 25 unit DAC configuration.

O-3: Cancel--part of the standing IMSS mission.

O-4: Cancel--the feasibility study was completed.

O-5: Cancel--completed. (Updating will become routine.)

O-6: ?

O-7: Cancel--completed? (Why an MBO in the first place?)

O-8: Cancel--now underway.

O-9: Cancel--the project is well underway, will hopefully be completed by the end of the second quarter.

Candidates for FY 87 MBOs:

Revamping OL's ADP program and/or DAS.

Implementing LETTS   Designing/implementing the CONIF
                                 number change

Continuing LOCS   Continuing (a portion of) CLAS

Continuing the Cable Dissem MBO

Enhancing MD's ADP capabilities (would require SD concurrence in terms of interest, support and financial resources).

Acquiring/tracking SDE II contract support.

Defining/implementing IMSS budget.

Personnel--better use of our people: if it can be assumed that specialization does not limit career development/promotion, provide rotational assignments for qualified photo specialists among all Agency photo activities, including P&PD, OTS, NPIC and [   ] This would broaden the scope of knowledge and contribution, enrich job content and increase opportunities for promotion.

STAT

ROM* IMSS BUDGET PROPOSAL

The following categories contain OL-wide budget items that have come to mind or have been furnished to me in recent inputs. It is hoped that this <u>rough</u> draft will stimulate additional ideas and provide the opportunity to verify/amend the associated dollar costs.

IMSS POV mileage:	1,200	$ 1,200
OL ADP Contracts:		
Info Systems	3,300	
Data General	8,000	
Wang Maintenance	350,000	
SDE II	360,000	
		$ 000,000
OL ADP Hardware:		
PC apparatus	4,500	
3270 terminals	?	
data printers	?	
Tektronix graphics	20,000	
Wang apparatus	?	
IMSS office furniture	?	
IMSS office supplies	500	
		$ 000,000
OL ADP Software:		
Commercial PC pkgs.	3,500	
		$ 000,000
CLAS project	1,200,000	
(facets to be specified)		
		$1,200,000
OL external ADP training:	3,000	
IMSS non ADP training:	3,000	
		$ 000,000
	Total	$0,000,000

*rough order of magnitude

NEW BUILDING ADP PLANNING--draft of 9/11

As currently planned, OL will move to floors five and six in the South Tower of the new HQ building, September 1988. A preliminary investigation indicates that little has been done in planning for the OL word/data processing transition, in terms of identifying equipment requirements, replacements and associated costs.

ASSUMPTIONS:

1. That all of OL will move to the new location with the exception of P&PD and depots. (FMD will also move.)

2. That all Wang word processing equipment and facilities will have to be moved/installed with us. (It is noted that raised flooring in the new building will facilitate all cabling.)

3. That three types of data processing terminals will be needed: Delta Datas, smart 3270s, dumb 3270s and associated printers, and, possibly one or more business graphics systems.

4. That, following our arrival in 1988, there will be a gradual phasing out of Delta Datas, in favor of 3270 protocol equip. (There is also the question of if, how and when Wang apparatus will be replaced.

OL EQUIPMENT TO BE RELOCATED (as of 9/1/86):

1. Wang: 9 CPUs, 20 disk drives, 57 printers, 209 terminals. (Does not include depot Wang equipment.)

2. Delta Data terminals: ?

3. data printers: ?

4. Other: (PCs, for example)?

QUESTIONS ON NEW BUILDING OCCUPANCY:

1. How many Delta Datas will be needed?

2. How many dumb 3270s?

3. How many smart 3270s?

4. How many printers will be needed for the above?

5. How many are relocations versus new purchases?

6. What is the outlook for business graphics equipment?

7. What will be the new equipment cost relative to the above questions, as might be allocated over the years 89, 90, 91?

8. Will the new building Wang cpu/disk drive space be adequate?

9. If OL is split between two floors, how will this affect Wang apparatus distribution?

10. Will there be office spaces that require more than one type of terminal? Will tabletop space be available?

11. OL has 57 Wang printers--will all of these be necessary in the new building? Will space be available? Can fewer printers save us both space and money?

MATRIX OF PERSONNEL* AND MACHINES:

org.	people	Wang T	Wang P	Data T	Data P	
P&TS		7	1	2	2	
B&FB		2	1	4	3	
SS		5	1	7	3	
OGC		5	1	1	0	
PMS		6	1	13	5	
IMSS/all		17	5	25	6	STAT
RECD		21	5	2	1	
SD,		29	8	29	7	
PD,		61	18	8	3	
FMD/NBPO		52	15	20	7	
O/DL		4	1	1	0	STAT
subtotals		209	57	112	37	
grand total:	000			415**		

STAT

*the personnel count includes all authorized personnel--part time, contract, development complement, staff and vacancies.

**plus 29 Wang master units and disk drives.